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Security Information
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Types of work load	Hours per Month
Preparing field sub-allotments	20
Preparing reports	60
Ledger postings	12
Funds certifications made	30
Cables and dispatches prepared	36
Concurrence on cables and dispatches routed through Section	28
Conferences and meetings	160
25X1C4a [redacted]	5
Review of proposed regulatory issuances	12
Agent Duty Status reports prepared and reviewed	33
Maintenance of Taxi fund	6
Preparation of travel vouchers	18
Preparation of travel orders	30
Preparation and review of Claims	3
Maintenance of Time and Attendance Reports and distributing pay checks	28
Log entries	68
Review of projects for Administrative plans	16
Collection of Hospitalization Insurance	20
Maintenance of pending files on termination dates of contracts and maintenance of correspondence control on finance matters	3
Budget preparation	40
Miscellaneous (review of IBM runs, filing)	64
Total	520

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